

PENTWATER TOWNSHIP BOARD
PENTWATER COMMUNITY HALL
500 N. HANCOCK STREET, PENTWATER, MI 49449

Approved Minutes

13 September 2023
ZOOM Available for Audience

Supervisor Cavazos called the Truth in Taxation meeting to order at 5:45 PM

Members Present: Cavazos, Murphy, Douglas, Flynn, Holub

Members Absent: None

Staff Present: Glenn Beavis - Deputy Clerk, Keith Edwards – Zoning Administrator and Deputy Supervisor, Barbie Eaton - Assessor

Others Present: Carol Feltes, Rande Listerman, Jim Karner, Amy LaBarge, Jennifer Lyden, Dean Lyden, Mike Wojdylak, Kathy O’Connor, Jean Russell, Robert Vandele Jim Tiernay, Jay Harris, Mary Marshall, Ron Christians, Pat Sandberg, Tave Reser, John & Rachael Miller, Teresa Rademacher, Greg Hopkins, Dean Gustafson, Barb Siok, Kris & Dave Bluhm, Carol Triebel, Tom Roose, Albert Brosky

Present via Zoom: Bruce Baker, Ron Beeber, Dave Spitler

CALL TO ORDER

ROLL CALL

Supervisor Cavazos opened the Public Hearing at 5:45 p.m.

Due to exceptionally large anticipated public interest, Township assessor (includes village) Barbie Eaton was asked to brief everyone on the Truth in Taxation process and its implications. Considerable dialogue between Barbie and the public ensued and it became clear that many in the audience were not aware that Truth in Taxation public hearings are a required annual activity that have been in place for over 40 years, and that all municipalities, including Pentwater Village, go through the same process.

In summary, the Truth-in-Taxation Hearing is necessary for the Board to levy the full allowable millage for the Township, Library, Fire Department, Cemetery, new fire truck, and Road Funds on December 1, 2023. If the maximum levy is adopted, tax revenue will increase by a total of \$65,385 spread across each of these funds as noted below:

TRUTH IN TAXATION PUBLIC HEARING

<u>PURPOSE/MILLAGE SOURCE</u>	<u>TRUTH IN TAXATION REVENUE GAINED BY HOLDING MILLAGE RATES SAME AS PRIOR YEAR</u>
ALLOCATED - OPERATING	\$18,300
EXTRA VOTED – FIRE	\$14,815
EXTRA VOTED – LIBRARY	\$12,253
EXTRA VOTED – CEMETERY	\$5,123
EXTRA VOTED - FIRE APPARATUS	\$7,447
EXTRA VOTED – ROADS	<u>\$7,447</u>
TOTAL:	\$65,385

Headlee legislation requires a local unit of government to reduce its millage when annual growth on existing property is greater than the rate of inflation. Consequently, the local unit's millage rate gets "rolled back" so that the resulting growth in property tax revenue, community-wide, is no more than the rate of inflation. The "override" by a vote of the Board will return the millage to the amount originally authorized and is necessary to counteract the effects of the "Headlee Rollback".

Motion by Holub, seconded by Flynn to approve increasing (*) millages for millage sources noted below by a total of 0.2476 mills to be levied on property in 2023 as follows:

PURPOSE/MILLAGE SOURCE	MILLAGE RATE
ALLOCATED - OPERATING	1.2153
EXTRA VOTED – FIRE	0.9837
EXTRA VOTED – LIBRARY	0.8133
EXTRA VOTED – CEMETERY	0.3401
EXTRA VOTED - FIRE APPARATUS	0.4953
EXTRA VOTED – ROADS	0.4953

Roll call vote:

YES: Holub, Flynn, Cavazos, Murphy, Douglas

NO: None

Motion Carries

(*): "Increasing" means holding millage rates at their current values for 2023 Winter taxes.

The Public Hearing was closed at 6:45PM.

Supervisor Cavazos called the Regular Board Meeting to order at 6:46 PM

Members Present: Cavazos, Murphy, Douglas, Flynn, Holub

Members Absent: None

Staff Present: Glenn Beavis - Deputy Clerk, Keith Edwards – Zoning Administrator and Deputy Supervisor, Barbie Eaton - Assessor

Others Present:

Note - Some of the following people left immediately following the Truth in Taxation hearing:

Carol Feltes, Rande Listerman, Jim Karner, Amy LaBarge, Jennifer Lyden, Dean Lyden, Mike Wojdylak, Kathy O'Connor, Jean Russell, Robert Vandele

Jim Tiernay, Jay Harris, Mary Marshall, Ron Christians, Pat Sandberg, Tave Reser, John & Rachael Miller, Teresa Rademacher, Greg Hopkins, Dean Gustafson, Barb Siok, Kris & Dave Bluhm, Carol Triebel, Tom Roose, Albert Brosky

Present via Zoom: Bruce Baker, Ron Beeber, Dave Spitler

Moved by Flynn and seconded by Douglas to accept the Consent Agenda as follows:

- Prior Meeting Minutes ([August 9, 2023](#) & [September 1, 2023](#))

REGULAR BOARD MEETING CALL TO ORDER

ROLL CALL

CONSENT AGENDA - Review

<ul style="list-style-type: none"> • Correspondence: None • Budget Reports: • Claims/Bills (payroll, paid, and to be paid) for the 8/9/23 thru 9/12/23 as follows: <ul style="list-style-type: none"> ○ Township - \$57,149 (includes any Road Fund payroll) ○ Cemetery - \$3,066 ○ Fire - \$9,909 ○ Road - \$0 ○ Sewer - \$13,162 <p>Roll call vote: YES: Cavazos, Flynn, Holub, Murphy, Douglas NO: None Motion Carries</p>	& Action
<p>Moved by Holub and seconded by Flynn to accept the meeting agenda with revision to delete New Business "f".</p> <p>Roll call vote: Yeas: Cavazos, Flynn, Holub, Murphy, Douglas Nays: None Motion Carried</p>	MEETING AGENDA
<p>None</p>	PUBLIC COMMENTS
<p>Supervisor Cavazos communicated the following:</p> <ol style="list-style-type: none"> 1. Update on Longbridge Fishing Deck Repairs <ul style="list-style-type: none"> • The Oceana County Road Commission (OCRC) will requires bids for the temporary repair of the under surface of the decks the spring of 2024. The bids will be for replacement of the Steel Beam and repair of additional support structures. • Bids will go out in the spring with the goal to repair the Fishing Deck in the spring so it will be ready for public use by late spring/early summer. 2. Update on Sewage Leak on Monroe <ul style="list-style-type: none"> • On Wednesday, September 8, 2023, we had a report by (Ron Christians) that an overflow of raw wastewater was released from a broken cleanout pipe on Monroe and the cap on the pipe had blown off. • The release was examined by Lynne Cavazos and Dean Holub and F&V was contacted as was the District 10 Health Department in Hart. Lynne Received a follow-up call from the Health Department and it was decided that a sample would be taken from Pentwater Lake (near Calico Bay) to determine if any contamination had occurred. (Note: The wastewater did not go into Pentwater Lake) • F &V contacted Barney's and they responded immediately to re-cap the cleanout pipe. 	

<ul style="list-style-type: none"> Malburg’s was also called to pump out the Lift Station tank at Lakeview and Monroe to ensure that minimal waste water released in the system. <p>3. Keith provided follow-up information regarding the additional steps that were taken the evening of September 8th and the following day, September 9th.</p>	
<p>Clerk Murphy communicated the following:</p> <p>2023 Audit:</p> <ul style="list-style-type: none"> Annual audit took place this past Monday & Tuesday. Gaybridge & Co. will complete their analysis at their office in Holland We will receive audit report sometime this month & will schedule for review with Gaybridge & Co. at the October Board Meeting <p>Payroll:</p> <ul style="list-style-type: none"> In an effort to improve Clerk’s Office efficiency, we have switched to bi-monthly payroll for all hourly and salary employees with the exception of Fire Department personnel who, by contract, are paid twice per year. This change has the added benefit of “smoothing out” salaried personnel income. <p>Elections</p> <ul style="list-style-type: none"> On August 16th, this office, along with the other township clerks within Oceana County, met with County Clerk Amy Anderson to discuss the possibility of entering into an agreement whereby the new 9-day early voting requirement would be hosted by the County at the Hart office. If such an agreement is reached, municipalities within the county would contribute election inspector resources for the 9-day period. Since only three election inspectors would need to be present at any given time, there will be far fewer election inspectors needed by any of the participating municipalities during the early voting period. This, coupled with a State requirement that separate dedicated equipment (EPB laptop, Tabulator, VAT) be purchased or otherwise be made available to support early voting, would result in substantial cost savings at the township level. One concern with this approach is that individual townships will not be in full control of final election results (includes 9-day early voting, Absentee voting, and election day), which may lead to suspicion on the part of some voters. Another downside is that voters wishing to participate in early voting will be required to drive to Hart for early voting, while voters wishing to vote on election day would cast their vote here in the Township Office. This may result in hardship and/or confusion for some voters. I will be meeting with Amy Wednesday, September 20 at 7:00p.m. when all interested township clerks meet to finalize plans and formally commit (or not) to the plan. We have had tremendous response to our canvassing for additional election inspectors on the assumption that more would be needed to support both the 9-day early voting period, plus the anticipated pull-ahead date of February 27th 	<p>CLERK’S REPORT</p>

<p>for the presidential primary. We now have twenty-three election inspectors to draw from, twelve of which will first require training.</p> <p>Pentwater City</p> <ul style="list-style-type: none"> • Our 2nd Public Meeting to discuss Township Impacts if “Pentwater City” has received positive feedback with most questions we’re seeing in the office now pertaining to Village motivation. <p>Transfer Station “Free Day” & Brush/Yard Waste Disposal:</p> <ul style="list-style-type: none"> • The second township offered “free day” is scheduled for October 7th. • Brush/Yard waste dates as follows: Saturdays, 11/4, 11/11, 11/18 and 11/25 <p>Recent Cemetery Thefts:</p> <ul style="list-style-type: none"> • Two reported thefts of materials left at gravesites in October <ul style="list-style-type: none"> ○ ~4’ metal artwork in shape of a tree with attached wind chime ○ ~ \$100 ceramic planter filled with soil & flowers • Reported to Village & County law enforcement who recommended Township install trail cams to monitor. Also offered to recover stolen materials if found. • Gates normally open & unlocked throughout summer months 	
<p>Treasure Douglas presented her bank balance summary</p>	<p>TREASURER’S REPORT</p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> • Fire Department • Library Board) • Recreation • Assessor 	<p>OTHER DEPARTMENTAL REPORTS Library, Fire Department Recreation and Assessor</p>
<p>The following Staff reports were received and placed on file:</p> <ul style="list-style-type: none"> • Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer • Transfer Station • Cemetery <p>Reports not provided this period:</p> <ul style="list-style-type: none"> • None 	<p>STAFF REPORTS Zoning, Assessing, Cemetery, Transfer Station</p>
<p>Unfinished Business:</p> <p>a) Status update on temporary repair of Longbridge fishing deck. See Supervisor notes above.</p> <p>b) Vacant lot, Parcel #64-044-5600-076-00 on 56th Ave has been re-listed</p>	<p>UNFINISHED BUSINESS</p>
<p>New Business:</p> <p>Motion by Murphy, seconded by Flynn to approve bids received from Ryan’s Lawn</p>	<p>NEW BUSINESS a) Contract Proposals for</p>

<p>Care for Spring and Fall clean-up at the Pentwater Township Cemetery in the amounts of \$3,000 & \$4,200 respectively</p> <p>Roll call vote: Ayes: Holub, Flynn, Cavazos, Murphy, Douglas Nays: None Motion: Carries</p>	<p>Cemetery Spring & Fall Clean-Up</p>
<p>New Business:</p> <p>Motion by Cavazos, seconded by Holub to approve the bid from Ryan’s Lawn Care for Township Hall Winter clean-up services in the amount of \$124/snow plowing event.</p> <p>Roll call vote: Ayes: Holub, Flynn, Cavazos, Murphy, Douglas Nays: Douglas Motion: Carries</p>	<p>NEW BUSINESS b) Township Hall Winter Services</p>
<p>New Business:</p> <p>The Treasurer’s office is physically positioned as an extension off the back of the building and rests above the first-floor parking lot. As a result of 5-sided exposure to the elements the room is very difficult to properly maintain acceptable room temperature without adversely impacting room temperatures in the remainder of the building. This system will provide separate HVAC service to the Treasurer’s office, thereby reducing the load on the building HVAC systems.</p> <p>Motion by Holub, seconded by Murphy to approve the bid from Adam’s Heating and Cooling to install a HVAC Daikin Ductless System in the Treasurer’s office of the Township Hall in the amount of \$4,680.</p> <p>Roll call vote: Ayes: Holub, Flynn, Cavazos, Murphy, Douglas Nays: None Motion: Carries</p>	<p>NEW BUSINESS c) Proposal to install Daikin Ductless HVAC System in the Treasurer’s Office</p>
<p>New Business:</p> <p>Motion by Douglas, seconded by Flynn to approve the bid from Adam’s Heating and Cooling for a HVAC maintenance contract in the amount of \$515.</p> <p>Roll call vote: Ayes: Holub, Flynn, Cavazos, Murphy, Douglas Nays: None Motion: Carries</p>	<p>NEW BUSINESS d) Proposal for Annual HVAC Maintenance Contract</p>

<p>New Business:</p> <p>The township insurance company BHS conducted a risk assessment of the Township Hall and Cemetery and noted the need to place flammable liquids in storage cabinets designed specifically for that purpose. BHS offers potential grant opportunities for actions proactively taken by its members to reduce risk.</p> <p>Motion by Holub, seconded by Douglas to authorize Supervisor Cavazos to apply for a grant through the Michigan Township Participating Plan for \$2,641.53 to assist in funding of three slimline flammable storage cabinets with self-closing doors.</p> <p>Roll call vote: Ayes: Holub, Flynn, Cavazos, Murphy, Douglas Nays: None Motion: Carries</p>	<p>NEW BUSINESS e) Proposed Par Plan Grant Application</p>
<p>Questions and comments were brought forward by Jim Carner, Dean Gustafson, Tom Roose, Jean Russell, and Paula DeGregorio</p>	<p>PUBLIC COMMENTS</p>
<p>None</p>	<p>OTHER ITEMS from BOARD MEMBERS</p>
<p>Moved by Cavazos and seconded by Douglas to adjourn the meeting at 7:40 PM. Motion carried.</p>	<p>ADJOURNMENT</p>
<p>_____</p> <p>Maureen Murphy, Township Clerk</p>	<p>Prepared by Deputy Clerk Glenn Beavis</p> <p>_____</p> <p>Date</p>